

# Medical Records Assistant Cover Letter

4186 Doyle Trail West Rayport, CA 31520-5184

**Dear Morgan Wiza,**

In response to your job posting for medical records assistant, I am including this letter and my resume for your review.

In the previous role, I was responsible for medical information to health care professionals to enhance the practice of medicine and respond to scientifically and medically complex field-based medical information queries.

My experience is an excellent fit for the list of requirements in this job:

- Able to "think on feet" when dealing with callers
- Customer service oriented "can do" approach to work
- Knowledge of release of information regulations
- Previous medical record updating experience preferred
- Exceptional communication skills (both in person, in writing and by telephone) showing close attention to detail
- Skilled in providing empathy and compassion internal clients and bereaved clients
- Advanced computer skills including familiarity with Microsoft Outlook and Excel
- Mastery in administering a multi-line telephone switchboard system

**Thank you for your time and consideration.**

Sincerely,

Baylor Mayert